

Abylkas Saginov Karaganda Technical University

APPROVING:

Faculty Deans

Decaen Faculty _____

" _____ " _____ g. (d)

P L A N

Department of Russian Language and Culture

for 2024/202/2025 academic year

(Time of Department meetings)

15.00 - 16.00

Department phone number
(Department phone number) 2046

Karaganda city

Information about the scope of academic work and the staff of the department

1.2 02	<p>2024/202/2025 The total academic work of the department for the academic year</p> <p>Made up 12825 was 12825 academic hours or _____ credits</p> <p>For 2024/202/2025 academic year the total academic work of the department was 12825 academic hours or _____ credits</p>
	<p>including: Including:</p>
a)	<p>classroom period of 8370 academic hours or _____ credits</p> <p>of classroom 8370 academic hours or _____ credits</p> <p>including lectures _ - _ _ _ academic hours or _ - _ credits</p> <p>of lectures _ - _ - _ academic hours or _____ - _____ credits</p>
b)	<p>SRSP academic hours or 4305 credits</p> <p>SRSP 4305 academic hours or _____ credits</p>
c)	<p>professional practice _ - _ _ _ academic hours or _____</p> <p>professional practice credits _ - _ _ _ academic hours or - credits</p>
d)	<p>thesis (project) _ - _ _ _ academic hours or _ - _ credits</p> <p>of theses (projects) _ - _ _ _ academic hours or _ - _ credits</p>
e)	<p>Master's thesis _ - _ - _ academic hours or - _ credits</p> <p>of master's theses _ - _ _ _ academic hours or _ - _ credits</p> <p>of doctoral dissertation _ - _ _ _ academic hours or _ - _ credits</p> <p>of doctoral theses _ - _ - _ academic hours or _ - _ - _ credits</p>
2.	<p>Кафедрада білім алушылар: Students of the department are: studentter 1143 adam studentov 1143 people.</p>
	<p>master's student _ - _ _ 78 _ _ adam of master's students 78 people.</p>
	<p>PhD doctoral student. _____ - _____ adam докторантов of PhD students - _____ pers.</p>
	<p>In 2024/202/2025 academic year defense in 2024/202/2025 academic year presents for defense</p> <p>_____ - _____ thesis</p> <p>- theses</p> <p>_____ - _____ Master's Thesis</p> <p>- Master</p> <p>'s theses _____ - _____ a doctoral dissertation is offered - doctoral dissertations</p>
3 doc tora 1 diss	<p>Performed by the total amount of academic work: Out of the total training load, the following tasks are performed: full-time teachers 12410 academic hours or credits with full-time teachers 12410 academic hours or _____ credits including lectures _ - _ - _ academic hours or _ - _ - _ credits</p>

erta tion s.	including lectures - academic hours or - credits duality 415 academic hours or ___ - ___ credits by part-timers 415 academic hours or - credits including lectures _ - _ academic hours or _ - _ credits including lectures- академических часов или - кредитов ___ academic hours or - ___ credits by hours _____ _____ - _____ academic hours or ___ - ___ credits hourly - academic hours or - credits , including lectures _ - _ academic hours or _ - ___ credits including lectures-academic hours or - credits
4.	Staff of the department for the academic year 18 approved in the amount of 18 people The staff of the department for the academic year is approved in the amount of 18 people the full-time department for the academic year is approved in the amount of 18 human

of the department менеджерушісі Head of the Department Zav. departments	of professors Professors	Associate professors Professors Associate Professors	Senior teacher-лап Associate Professors teaching Teacher	Assistantter Assistant (teachers)	Барлығы Всего
Бекіт/Approved by the Government of the Russian Federation. 1	1	4	10	3	18
Fact 1	1	4	10	3	18

5.	the approved staff of training support workers in the amount of 2 people, in addition, according to § 52 _____ 2 _____ unity. The staff of the training and support staff is approved in the amount of 2 units, in addition, according to § 52 _____ - _____ units
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of teaching load of teaching

№	Оқытушының Teacher 's full name	Лауазымы (дәрежесі, атағы) Position (degree, title)	Stavkalar sany Number of bets	Sagat sany Number of hours
1	Azimbayeva Zh	. A. head of the department,	1.5	

		senior lecturer		
2	Savchenko T. T.	Ph. D.проф.	, Associate Professor 0.5	
3	Ospanova B. R.	Ph. D., Associate Professor.	0.5	
4	Nurpeisova S.	K. Ph. D., Associate Professor	1.0	
5	Nasyrova A. B.	Ph. D., Associate Professor	1.0	
6	Shayakhmetova N.	K. K.fullname, assoc.	0.5	
7	Kulpeisova T. S.	Ph. D., Senior Lecturer	1,0	
8	Utemuratova B. K.	PhD, Senior Lecturer	1,0	
9	Tleumbetova D. B.	Senior Lecturer	1,5	
10	Dokuchaeva N. V.	Senior Lecturer	1,5	
11	Ivanova S. A.	Senior Lecturer	1,5	
12	Timokhina T. V.	Senior Lecturer1	1,25	
13	Tusupbekov A. S.	senior lecturer	1.5	
14	Tazhibaeva S. M.	Senior lecturer	1.5	
15	Kishenova A. Yu	Senior Lecturer	1.5	
16	Akynzhanova A. A.	Senior Lecturer	1.5	
17	Kabanova A. B.	Senior Lecturer	1.5	
18	Ten A.V.	Senior lecturer	1.5	

List of academic disciplines, assigned to the department (decision of the Educational and methodological Council of the university, protocol no. __ of __)

№ пп	Оқу пәнінің атауы Наименование учебной	Оқу жоспарына сәйкес қай	Міндетті және таңдау бойынша компонент Обязатель	Мамандықтың атауы және коды Код и наименование специальности	Оқу курсы Курс изучения	Көлемі Объем	Ескерту Примечание
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	дисциплины	цикла н Из какого цикла согласн о учебног о плана	ный компонент или компонент по выбору				
1	Русский язык (44 ОП)	ООД	Mandatory component	6B04107-Industrial Economics 6B04108-Accounting and audit in industry 6B04109-Assessment (by industry) 6B04110 - Marketing industries 6B05101 - Biotechnology 6B06102 Information system 6B06103 - IT - medicine 6B06104 - Computing thosehnika and software 6In06105 - Data Science 6In06106 - IT- engineering 6B06201 - radio engineering, electronics and telecommunications 6B06202 – Network technology and communication systems 6B06301 - Systemy information security 6B06302 - Network security 6B07101 - automation and control 6B07102 - Built-in digital control system 6B07103 - Materialovedeniee and technology of new materials 6B07104 - engineering 6B07105 - Digital -tions engineering technologies 6B07106 - Transport Tresporta engineering and technology 6B07108 - Power system 6B07109 - power 6B07110 - Chemical technology of organic substances 6B07111 - Technological machines and equipment (on branch) 6B07201 - Geology and exploration IUof an effective mineral 6B07202 - Mining 6B07203 - Oil and gas business 6B07204 - metallurgy 6B07205 - mineral processing 6B07206 - mine surveying	1st year(I-II semesters)	300 hours	

				<p>6B07207 - pre Construction of mining enterprises and underground structures</p> <p>6B07208 - Geophys- diffraction technology and engineering</p> <p>6B07210 - Industrial Transport in the mining industry</p> <p>6B07301 - Architecture</p> <p>6B07302 - Geodesy and cartography</p> <p>6B07303 - Digital aerial photography</p> <p>6B07304 - Construction</p> <p>6B07305 - MA production of construction materials, products and structures</p> <p>6B07307 - Engineers systems and buildings construction</p> <p>6B07308 - Transportation construction and maintenance of roads</p> <p>6B07501- Standardization and certification (by industry)</p> <p>6B11201-Безопасность жизнедеятельности Life safety and environmental protection</p> <p>6B11301 - Organization of transportation, traffic and operation of transport</p> <p>6B11302-Logistics (Transport)</p>			
2	Russian language (professional)		Mandatory Component	<p>7M04104 - Industrial Economics</p> <p>7M06101 - Information Systems</p> <p>7M06102 - Computer Engineering and Software</p> <p>7M07101 - Automation and Control</p> <p>7M07103 - Mechanical Engineering</p> <p>7M07204 - Metallurgy</p> <p>7M07102 - Materials Science and new materials technology</p> <p>7M07104 - Transport, Transport equipment and Technologies</p> <p>7M07106 - Thermal Power</p> <p>7M07107 - Electric Power</p> <p>7M07108 - Organic Chemical Technology</p> <p>7M07109 - Technological machines and equipment (by industry)</p> <p>7M07202-Geology and exploration of mineral deposits</p> <p>7M07203 - Mining</p>	management course 1 (I semester)	300 hours	

			<p>7M07205 - Surveying</p> <p>7M07301-Geodesy</p> <p>7M07302-Construction</p> <p>7M07303 - Production of building materials, products and structures</p> <p>7M07501-Standardization and certification (by industry)</p> <p>7M11201-Life safety and environmental protection</p> <p>7M11301 - Organization of transportation, traffic and operation of transport</p> <p>7M07105-Instrumentation</p> <p>7M07305-Remote sensing of the earth</p> <p>7M01402-Engineering and educational activities (by industry)</p> <p>7M06103-Machine learning and data analysis</p> <p>7M07201 - Geophysical methods of prospecting and exploration of mineral deposits</p> <p>7M11302- Logistics and management supply chain</p>			
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III. Schedule of meetings of the RYAI Department for 2024-202-2025 academic year
fall semester/fall semester

Date of the meeting Meeting date	Discussed issues discussed Questions for discussion	Баяндамашы speaker	who is preparing who is preparing
1	2	3	4
August/ August 2024 No. 1	<p>1. Кафедраның 2024-2025 approval of the department's work plan for 202 4-202 5 academic year жұмыс жоспарын бекіту.</p> <p>Approval of the department's work plan for 2024-202-2025 academic year.</p> <p>2. ПОӘК және КТП approval of the work plans of the UIC and КТП, СОС, R & D, R & D, AS EUI, SIS, OZ and МК, educational work, career guidance work of the department бекіту.</p> <p>Approval of the CMC and СТП, work plans of the СОС, R & D, R & D Center, MOOC, SIS, OZ and МК, BP, POR, individual plans of the department's teaching staff.</p> <p>3. 2023/202/2024 O. G. Examination of the implementation of quality objectives. 2024/202/2025 O.</p>	<p>kaf. meng. / zav.kaf.</p> <p>kaf. meng. / zav. kaf.</p> <p>teaching staff/ POK</p> <p>SMK of the department</p>	<p>kaf. meng. / zav. kaf.</p> <p>kaf. meng./ zav. kaf.</p> <p>PPS/ POK</p> <p>kaf. SEEZh</p>

	<p>G. plan of seminars on QMS of the s/p department. consolidation of goals in the field of quality. Analysis of the implementation of QMS goals for the 2023/20/2024 academic year. Discussion of the goals and objectives of the department in the field of QMS for the 2024/202/2025 academic year.</p> <p>4. planning of educational, methodical, scientific and organizational work. Distribution of functional responsibilities. Planning of educational, methodological, scientific and organizational work. Distribution of functional responsibilities.</p> <p>5. results of admission of students to the 1st year. Efficiency of career guidance work. Tasks for the new academic year on career guidance work. Results of recruitment of students for the 1st year. Efficiency of career guidance work. Tasks for the new academic year on career guidance work.</p> <p>6. miscellaneous. Various.</p>	<p>of kaf. meng./ head</p> <p>of the department of okyt. / Rev. Kishenova A. Yu., Dokuchaeva N. V.</p>	<p>kaf. meng. / zav. kaf.</p> <p>okyt. / Rev. Kishenova A. Yu., Dokuchaeva N. V.</p>
<p>September September September 2024 No. 2</p>	<p>1. Perspective directions of scientific research work. Approval of the department's initiative topic. Promising areas of research work. Approval of the department's initiative topic.</p> <p>2. formation of the program of the scientific and methodological seminar. Formation of the program of the scientific and methodological seminar.</p> <p>3. Development and application of digital materials in the educational process in the disciplines of OT and KBOT in the field of distance learning. Development and use of MOOC materials, digital content in the educational process in the OW disciplines.</p> <p>4. providing the academic year with educational and methodical literature. Provision of the department's disciplines with educational and methodical literature for the academic year.</p> <p>5. about the duties of curators. About curators' tasks.</p> <p>6. miscellaneous. Various.</p>	<p>read it. / Rev. Ivanova S. A.,</p> <p>senior teacher / St. Rev. Kulpeisova T. S. Senior teacher. Dokuchaeva N. v.</p> <p>St. ucheb. / art. Kishenova A. Y.</p> <p>textbook. / Rev. Tusupbekov A. S.</p>	<p>okyt. / Rev. Ivanova S. A.,</p> <p>senior teacher / St. Rev. Kulpeisova T. S. Senior teacher. Dokuchaeva N. v.</p> <p>St. ucheb. / art. Kishenova A. Y.</p> <p>textbook. / Rev. Tusupbekov A. S.</p>
<p>Kazan/ October 2024 No. 3</p>	<p>1. Орыс тілі сабағына 1 about participation and progress of 1st year students in Russian language lessons.</p>	<p>learn senior. / art./ ст. преп. Timokhina T. V..</p>	<p>of the department of study senior./ Senior Rev.</p>

	<p>About attendance and academic performance of 1st year undergraduate students.</p> <p>2.monitoring the dynamics of the quality of academic performance in the Russian language based on the results of the first intermediate control. Monitoring the dynamics of the quality of students ' academic performance based on the results of the first boundary control in the disciplines of the department.</p> <p>3. report on the first stage of career guidance work. Report on the first stage of career guidance work.</p> <p>4.Оқытушылардың about the performing and performing discipline of teachers. About the labor and performance discipline of teachers.</p> <p>5. Әр different. Various.</p>	<p>okyt. / Rev. Ten A.V.</p> <p>read. / Rev. Kishenova A. Yu., Dokuchaeva N. V.</p> <p>Department of Men. / head</p>	<p>Timokhina T. V.</p> <p>okyt. / Rev. Ten A.V.</p> <p>read. / Rev. Kishenova A. Yu., Dokuchaeva N.</p> <p>V. Department of Medicine / Head of the department.</p>
<p>Novem ber/ Novem ber 2024 No. 4</p>	<p>1.onon the implementation of the work plan of the CCM, Research and Development Center. On the implementation of the work plan of the COC, Research and Development Center.</p> <p>2. Discussion and approval of examination materials on the disciplines of the department. Discussion andтверждение approval of examination materials on the disciplines of the department.</p> <p>3. Checking the status of current and training documentation at the department. Checking the status of current and training documentation at the department.</p> <p>4. on the readiness of the department for the winter examination session. On the readiness of the department for the winter examination session.</p> <p>5. miscellaneous. Various.</p>	<p>Associate Professor Nasyrova A.B. Ivanova S. A.</p> <p>Senior lecturer / St. Rev. Akynzhanova A.A.</p> <p>ucheb. / Rev. Ten A.V.</p> <p>read. / Rev. Ten A.V.</p>	<p>Associate Professor Nasyrova A. B.. Ivanova S. A.</p> <p>Senior lecturer / St. Rev. Akynzhanova A.A.</p> <p>ucheb. / Rev. Ten A.V.</p> <p>read. / Rev. Ten A.V.</p>
<p>Decem ber/ Decem ber 2024 No. 5</p>	<p>1. Implementation of the plan for educational work. Implementation плана of the educational work plan.</p> <p>2.about the results of the second interim control. On the results of the second border control of students.</p>	<p>learn senior. / St. Rev. Tazhibaeva S.M.</p> <p>ucheb. /Rev. Ten A.V.</p>	<p>senior lecturer. / St. Rev. Tazhibaeva S. M.</p> <p>ucheb. / Rev. Ten A.V.</p>

	<p>3. implementation of the schedule of mutual participation in teaching staff classes and placement of the analysis in the journal. Execution of the schedule of mutual visits to teaching staff classes and placement of analyses in the journal.</p> <p>4.4-2025report on the implementation of the academic load by teachers of the department for the 1st semester 202 4-202 of the 5th academic year. Report on the implementation of the academic load by teachers of the department in the 1st semester 2024-202-2025 academic years.</p> <p>5.about the status of the department's website. About the status of the department's website.</p> <p>6.about the work of curators during the 1st semester. Analysis of the worksы of our curators during 1 semester.</p> <p>7. miscellaneous. Various.</p>	<p>senior teacher / St. Rev. Utemuratova B. K..</p> <p>Teaching staff/ Teaching staff</p> <p>senior teacher of teaching staff. / St. Rev. Dokuchaeva N.</p> <p>V. okyt. / Rev. Tusupbekov A. S.</p>	<p>senior teacher / St. Rev. Utemuratova B. K.</p> <p>Teaching staff/ Teaching staff</p> <p>senior teacher of teaching staff. / St. Rev. Dokuchaeva N.</p> <p>V. okyt. / Rev. Tusupbekov A. S.</p>
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Koktemgi semesterp

Spring Semester

Day of the meeting Meeting date	discussion мәселелер of issues for discussion	Баяндамашы speaker	Documentarian who prepares Who prepares
1	2	3	4
<p>January / January 2025 No. 6</p>	<p>1. about the results of the winter session. Results of the winter exam session.</p> <p>2.4 Report on the implementation of the comprehensive program of the department dedicated to the 4th half of the year 202. Report on the implementation of the Department's Comprehensive Program for the second half of 2014. кафедры за второе полугодие 2024 года.</p> <p>3. PPP report on the implementation of individual plans. Отчет PPP report on the implementationof individual plans.</p> <p>4. cafe for school relations. execution of the work plan. Implementation of the Department's school relations work plan: a) department on career guidance work/ of the department; b)/ on the work of the Internet Olympiad in Russian among high school applicants of the Karaganda region/</p>	<p>read. / Rev. TenA.V.</p> <p>kaf. men. / zav. kaf.</p> <p>Teaching staff Chit PPS</p> <p>PPS. / prep. Kishenova A. Yu., Dokuchaeva N.</p>	<p>of teaching staff. / Rev. Ten A.V.</p> <p>kaf. men. / zav. kaf.</p> <p>Teaching staff Chit PPS</p> <p>PPS. / prep. Kishenova A. Yu., Dokuchaeva N. V.</p>

	<p>on the work of the Internet Olympiad in Russian among high school applicants of the Karaganda region.</p> <p>6. Approval of the CTP by discipline. Approval of the CTP for the disciplines of the department.</p> <p>7. miscellaneous. Various.</p>	<p>v. training Teaching staff</p>	<p>Teaching staff / POK</p>
<p>Akpan February 2025 № 7</p>	<p>1. On the tasks of the department's work in accordance with the Comprehensive Program. About the tasks of the department's work in accordance with the Comprehensive Program.</p> <p>2. on the preparation of textbooks and guidelines. On the development of educational and methodical literature.</p> <p>3. analysis of the work of teachers of the department on the organization of research activities of students. Analysis of the work of teachers of the department on the organization of research activities of students.</p> <p>4. about the state of the material and technical base of the department. On the state of the material and technical base of the department</p> <p>5. Different. Misc.</p>	<p>Department of Men. / head of the department of study senior. / St. Rev. Kishenova A. Yu . ucheb. / prep. Ivanova S. A., /labor. Baimamyrova A.</p>	<p>Department of Men. / head of the department of study senior. / St. Rev. Kishenova A. Yu . ucheb. / prep. Ivanova S. A., / labor. Baimamyrova A.</p>
<p>March March 2025 No. 8</p>	<p>1. Results of the first interim control нәтижелері. Results of the first border control.</p> <p>2. Кафедраның ПОҚ өткізет Quality control of teaching staff of the department. Results of mutual participation in teaching staff classes. Quality control of teaching staff of the department. Results of vzaimimabout attendance of teaching staff classes.</p> <p>3. approval of exam materials during the session. Approval of examination materials for the disciplines of the department.</p> <p>4. miscellaneous. Various.</p>	<p>read. / Rev. Ten A.V. senior teacher / St. Rev. Utemuratova B. K. senior teacher / St. Rev. Akynzhanova A.A.</p>	<p>textbook. / Rev. Ten A.V.. senior teacher / St. Rev. Utemuratova B. K.. senior teacher / St. Rev. Akynzhanova A.A.</p>
<p>April April 2025 No. 9</p>	<p>1. Report on career guidance work. Report on the implementation of career guidance work.</p> <p>2. Report on the participation of teaching staff in research work.</p>	<p>read it. / Rev. Dokuchaeva N. V. okyt. / Rev. Ivanova S. A.</p>	<p>read. / Rev. Dokuchaeva N. V. okyt. / Rev. Ivanova S. A.</p>

	<p>Report on the participation of teaching staff in research work.</p> <p>3. about the results of the second interim control. On the results of the second border control.</p> <p>4. about the preparation of the summer exam session. About readiness for the summer examination session.</p> <p>5. miscellaneous. Various.</p>	<p>textbook. / Rev. Ten A.V.</p> <p>read. / Rev. Ten A.V.</p>	<p>textbook. / Rev. Ten A.V. read it.</p> <p>/ Rev. Ten A.V.</p>
<p>May May 2025 No. 10</p>	<p>1.on the preparation of the Master's Degree Program in the disciplines of the department for all specialties in all educational programs. On the readiness of the CMO for the educational programs of the disciplines of Karelia.</p> <p>2.2024-2025Report on the implementation of the plan of open lessons and master classes for 202 4-202 5 years. Report on the implementation of the планния for carrying out OZ and MK for 2024-2-2-2025g.</p> <p>3. About the implementation of the ICU and MOOC plan.</p> <p>4. report on the work of the Quality assurance Committee of the department, on the implementation of the plan of educational and methodical literature. Report on the work of the COC of the department, on the implementation of the UML plan.</p> <p>5.report on the work of the intellectual club. Report on the results of the работы of the "Intellectual" social circle.</p> <p>6. miscellaneous. Various.</p>	<p>read. / Rev. Kabanova A. B., Ten A.V.</p> <p>Kulpeisova T. S.</p> <p>Senior teacher / St. Rev. Dokuchaeva N.V.</p> <p>V. ST. textbook. Nasyrova A. B., Kishenova A. Yu</p> <p>. Assoc. Nurpeisova S. K.</p>	<p>textbook. / Rev. Kabanova A. B., Ten A.V.</p> <p>Kulpeisova T. S.</p> <p>Senior teacher / St. Rev. Dokuchaeva N. v.</p> <p>ST. ucheb. / Nasyrova A.B., Kishenova A. Yu</p> <p>. assoc. Nurpeisova S. K.</p>
<p>June June Jun 2025 No. 11</p>	<p>1.report on the results of the work of the QMS on the goals and problems of the department. Report on the results of the QMS work on the goals and objectives of the department</p> <p>2. Results of the emhana summer sessionотихан сессиясының қорытындылары. Results of the summer exam session.</p> <p>3.about the work of curators. Analysis of your curators ' works.</p> <p>4. summing up the results of research, educational, and career guidance work.</p>	<p>read. / Rev. Kabanova A.B. Ten A.V.</p> <p>учеб. / Rev. Ten A.V.</p> <p>read. / Rev. Tusupbekov A. S.</p> <p>okyt. / Rev. Kabanova A. B.,</p>	<p>okyt. / Rev. Kabanova A. B. Ten A.V.</p> <p>textbook. / Rev. Ten A.V.</p> <p>read. / Rev. Tusupbekov A. S..</p> <p>okyt. / Rev. Kabanova A. B.,</p>

<p>Summing up the results of research, educational, and career guidance work.</p> <p>5. analysis of the implementation of individual teacher plans and reports. Analyze the implementation of individual teacher plans and reports.</p> <p>6.5 report on the implementation of the integrated program of the department for the first half of the year 2025. Report on the implementation of the Department Comprehensive Program for the first half of the year 2025.</p> <p>7.2025-2026.202 5-202 preliminary planning of the methodological, scientific and educational workload of teachers for the 6th academic year. Preliminary planning of the methodological, scientific and educational workload of teachers for 2025-202-2026 academic year.</p> <p>8. miscellaneous. Various.</p>	<p>Ivanova S. A., Kishenova A. Yu., Dokuchaeva N.</p> <p>V. okyt. / Rev. Kabanova A. B.</p> <p>kaf. meng. / head</p> <p>of kaf. kaf. meng. / head of kaf.</p>	<p>Ivanova S. A., Kishenova A. Yu., Dokuchaeva N.</p> <p>V. okyt. / Rev. Kabanova A. B.</p> <p>Department</p> <p>of mengue/ Head of the Department of mengue/ Head of the Department of mengue.</p>
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IV..Reading and preparing lectures

a) оқу /lecturing / lecturing

#	Last name, first name, patronymic Last name, first name, patronymic	Пәндер атауы name of the discipline	Кредиттер amount of credits Amount of credits	Semester Semester
1	2	3	4	5
	according to the plan lecturing is not provided by the plan			

b) Жаңа пәндер бойынша дәрістерді preparation дайындау of lectures on new disciplines

#	Last name, first name, patronymic Last name, first name, patronymic	Пәндер атауы name of the discipline	Кредиттер amount of credits Amount of credits	Semester Semester
1	2	3	4	5
	No lectures are provided according to the curriculum no lectures are provided according to the plan			

For new disciplines, the amount of independent work is determined.

For new disciplines, the complexity of elements of independent work is determined.

V.. Laboratory work

a)

preparation of new laboratory works

Who performs Who performs	Job name Who issues the name of the work The name of the work	the end of the form The deadline
for the preparation of new laboratory work is not provided preparation of new laboratory work		

b) *modernization of existing laboratory works*

Modernization of existing laboratory works

Who performs Who performs	Job name Who issues the name of the work The name of the work	completion of the form The term of completion
according to the curriculum is not provided for in the curriculum		

c)

replacement of obsolete and purchase of new laboratory equipment

The curriculum does not include It is not provided for in the curriculum and it is not provided for in the curriculum		
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VI. Preparation for the intra-university publication of courses of lectures, educational and methodical complexes, syllabuses, laboratory workshops, manuals for practical and seminar classes, methodological recommendations

ЖОО ішіндегі басылымға дайындық /Preparation for the university edition /Preparation for the intra-university edition

F. Full name of the author	types of publication title of the work type of publication Title of the work	educational program discipline Educational program Discipline	оқу- publishert ық көлемі volume of issue in uch. - ed. sheets	languag eI Langua ge	Орында мерзімі term of execution
Shayakhmetova N. K., Ph. D., Associate Professor Azimbayeva Zh. A., senior lecturer.	Textbook "Russian language. B2 (part two)". For students of technical universities. Textbook marked ROOMS	Discipline "Russian language For all Bachelor 's degree programs" 31.10.2018	15 P. L.	Russky	March 2025

Kishenova A. Yu., Senior lecturer.					
Akynzhanova A. A. Senior Lecturer, Dzhantasova D. D. PhD, Kabanova A. B. Senior lecturer, Timokhina T. V. Senior Lecturer.	Учебное Textbook "Russian as a foreign language: A1 level (self-directed learning)"	Discipline "Russian language". For all Bachelor's degree programs. TUP 31.10.2018	6 P. L.	English	April 2025
Nurpeisova S. K., дDMT Ryaik	Textbook "Professional vocabulary in the Russian language"	Discipline" Russian language (professional)". For OP Master	's degree programs 5 P. L.	Russian	April 2025
Timokhina T. V.. Senior Lecturer., Dokuchaeva N. V. Senior Lecturer, Tleumbetova D. B. Senior Lecturer.	Textbook "Functional styles of the modern Russian language "	Discipline" Russian language " For all Bachelor 's degree programs TUP 31.10.2018	5,8 P. L.	Russian	May 2025
Ten A.V. prep, Ivanova S. A. prep.	Textbook Russian language. Level A1 (part one)	Discipline "Russian For all Bachelor 's degree programs" 31.10.2018	5 P. L.	Russian	May 2025

Writing and reworking lecture notes, reworking and developing the QMS.

Writing and reworking notes and lectures, developing and reworking the UMCD

1	Revision and addition of the Master's Program in the discipline "Russian language" (Bachelor's degree)	All educational programs	of the teaching	staff09.202 4
2	Revision and updating of the curriculum for the discipline "Russian language (professional)"(master's degree a)	All educational programs	of the faculty	09.2024

Development of coursework, calculation and graphic works, practical and seminar classes.

Development of methodological guidelines for coursework, calculation and graphical tasks. works,practical and seminar classes.

1	Revision and addition of methodological guidelines for the discipline " Russian language "(bakalavriat)	All educational programs	of teaching staff	09.2024
2	Development of methodological guidelines for the discipline " Russian language (professional) "(master's degree programs a)	All educational programs	teaching	staff 12.2024

EUI development calendar planfor the 2024-202-2025 academic year

No	EOB type . Type of EOB Type of EI	development in the language name in the language development name	of the discipline in two languages	Мамандық, екі тілде specialty, bilingual specialization, in two languages	authors author	development language of gas stations	Certification period development certification period
1	MOOC	Course in the discipline "Russian language (profession foreign)" Mechanical Engineering " for the master	's program Russian language (professional)	for OP 7M07103 "Mas hinostroenie "	Kabanova A. B. Azimbaeva Zh. A., Kishenova A. Yu	. rus	November 2024
2	MOOC	Course on the discipline "Russian language (professional) "Construction" for the master	's program Russian language (professional)	for OP 7M07302 "Construction"	Dokuchaeva N. V. Tleumbetova D. B. Ivanova S. A.	rus	February 2025

VII. Provision of the department's disciplines with textbooks and teaching aids

Name of the discipline Name of the discipline	Ensuring security discipline providing	
	coverage of textbooks %	Training manuals Training textbooks %
Russian language	100%	100%
Russian language (professional)	100%	100%

VIII.

Provision of the department disciplines with educational and methodological complexes and syllabuses

Pan atauy Name of the discipline	Kamtamasyz Social support	
	of the UMK %	Syllabusami %
Russian language	100%	100%
Russian language (professional)	100%	100%

IX. Number of classes provided by TSO (actual)

The number of compulsory classes with TSR according to the educational and methodical map.

Number of classes that should be provided by the TSO according to the training and methodological map

Pan atauy Name of the discipline	Kamtamasyz Social support
-------------------------------------	------------------------------

	of the UMK %	Syllabusami %
Russian language	100%	100%
Russian language (professional)	100%	100%

X.

Using distance learning technologies

a) authorized body

authorized body's permission-available

b) types of distance learning technologies

types of distance learning technologies: hard disk, memory kit, router, network модуль, module, Univer Универ, program, TIMS program, ZOOM program.

d) qualification requirements for distance learning

qualification requirements for distance learning

Distance learning Technology of distance learning	compliance with qualification requirements Compliance with qualification requirements
program "Универ "	Corresponds
to the program "TIMS"	Corresponds
to the program " ZOOM "	Corresponds to

e)

list of distance learning disciplines обучения

Pander atauy Name of disciplines	Kashyktyktan okytu technologiyasy Technology of distance learning	Technikalyk zhane ozge kamtamasyz ee Technical and other support
Discipline " Russian language"	program " Univer " program " TIMS " program " ZOOM "	Internet, computers, nnetbooks
Discipline "Russian language (professional)"master	's programs program "Univer" program "TIMS" the ZOOM program	Internet, computers, laptops

ф)н оқытуды кадрлық қамтамасыз етілуі

human resources support for distance learning human resources support for distance learning

ПО құрамының Full name of PO. I. o. teaching staff	discipline studied Discipline taught дисциплина	qualification level (біліктілік курсынан өткен type of document that passed the qualification course түрі) Уровень Qualification level (type of document where you qualified)
Ospanova B. R.	Russian language Russian language (professional)	Uzbekistan, Tashkent, 2024 Certificate
Nasyrova A. B.	Russian language Russian language (professional)	IGEU them. Lenin street. Russia. 2024 Certificate

Kulpeisova T. S.	Russian language Russian language (professional)	IGEУ them. Lenin street. Russia. 2024 Certificate
Azimbaeva Zh.A.	Russkiy yazyk	Evraziyskaya Akademiya [Russian Language]. Slovakia, Bratislava. 2023 Certificate
Kishenova A. Y.	Russian Language	Eurasian Academy. Slovakia, Bratislava. 2023 Certificate
Tleumbetova D. B.	Russian language	of the IPPK "Bilim". Kazakhstan, Karaganda. 2024
Utemuratova B. K.	Russian language Russian language (professional)	ИППК «Білім». Kazakhstan, Karaganda. 2024 г.

Dog and OKP name Full name IT and OIA	functional task Functional obligation	qualification level (type of document that passed the qualification course) Qualification level (type of document, where you qualified)

XI. Plans for current monitoring of students ' independent work in academic courses

no	. Training courses name of training courses Names of training courses Name of training courses	Who who is ready Кто готов ит	Бақылау шараларының түрі және мерзімі to perform control activities type of control activities and terms					
			of num ber lok- viu m of class es num ber lok- of class es kind ergar ten	. wor k of the Cou nter. wor k	semi- nar semi- nar	narpaусал theoretical work survey	The dream and and graph. жұмыс есебі home work report. and the calculation of graph. slave.	Approx imate ланған monitor ing of the progres s of mirova n. monitor ing
1	2	3	4	5	6	7	8	9
1	Russian language	PPS			8,15			
2	PUs language (professional)	NPS			8, 15			

XII. Quality control of the educational process and open lectures

a) Дәрістерді quality control of lectures, laboratory and practical classes

Quality control of lectures, laboratory and practical classes

Sabaktar turi Type of training sessions	Kim otkizedi Who conducts	Kim bakylaydy Who controls	Merzimy Terms	Eskertu Note
Practical lesson	Ten A.V.	Tusupbekov A. S.	Withunt 2024	
Practical lesson	Dokuchaeva N. V.	Tleumbetova D. B.	Withunt 2024	
Practical lesson	Timokhina T. V.	Nurpeisova S. K.	Aboutkt 2024	
Practical lesson	Kabanova A. B.	Akynzhanova A. A.A.	October 2024	
Practical lesson	Kulpeisovat.S.	Nasyrova A. B.	October 2024	
Practical lesson	Tleumbetova D. B..	Ivanova S. A.	October 2024	
Practical lesson	Kishenova A. Yu	Timokhina T. V.	N.November 2024	
Practical lesson	Tusupbekov A. S.	Ten AV	November 2024	

b) Ashyk lektsiyalar

Master classes and open classes

№	The teacher Full name of the teacher, degree, title, position Full name of the teacher, degree, title, position	name of the discipline; lesson topic Name of the discipline; Lesson topicme	Lesson type (lecture, practical lesson, seminar, laboratory lesson) Type of lesson (lecture, practical lesson, seminar, laboratory lesson)	method of teaching technologies sy / technology method / technology of teaching	course, group Course, group	Conducted by date, time, lecture date, time, time, audience
Master classes						
1	Nurpeisova S.K., Candidate of Philological Sciences, Associate Professor	Russian language. Level B1 Theme "Perfect City"	PZ	is an explanatory and illustrative (reproductive) method.	Course I gr. SIB 24-7	14.11.2024 13.10-14.55 510 aud.
Open classes						
2	Kabanova A. B., Rev.	Russian language. Level B1	PZ	is a problem-based search method.	Course I gr. ND-24-1	18.10.2024 9.00-10.45 502 aud.

		Topic " Geographical location and ecology of the city. Surrounding nature, rivers, mountains, lakes". Adverbs. Spatial relations.		Brainstorming session.		
3	Tusupbekov A. S. senior lecturer.	Russian language. Level B1 Topic "Health problems in the country".	PZ	Partially-a search or (heuristic) method. Case study.	Course I gr. S-24-1	28.11.2024 9.00-10.45 510 aud.

XIII. Practice Guide

Last name,Last name,first name, patronymic of the teacher Last name, first name, patronymic of the teacher	Course Course	group Group pa	Стуof students саны number of students.	Type of Taji-Ribe түрі Type ofaktiki	Тәжирі-беден training place of Место практиTaji-ki	Тәжирібе Taji duration Terms of practice практики	
						БасТа-lua's Bass atchalo	the beginning of graduationлуы Graduation Lu Ending
1	2	3	4	5	6	7	8
according to the curriculum not provided by the curriculum							

XIV. Professional development of the teaching staff of the department

No	FCs . FULL name	position Position	Place of passageplace of passing	term of passing
1	Akynzhanova A. A.	art. prep.	Coursera	April-March 2025
2	Dokuchaeva N.	V. St. Rev.		
3	Ivanova S. A.	Teacher		
4	Kabanova A. B.	Teacher		
5	Tazhibaeva S. M.	Senior Lecturer		
6	Ten A.V.	Teacher		
7	Timokhina T. V.	Senior Lecturer of the Russian Academy of Sciences.		
8	Tleumbetova D.B.	St.Rev.	«Білім» (г. Караганда)	March 2025 (72 hours)
9	Нурпейсова С.К.	Доцент		
10	Kulpeisova T. S.	St.Rev.		
11	Tusupbekov A. S.	Senior Lecturer		
12	Aubakirova A. T.	Senior Lecturer		
13	Kurmangalieva T. H..	Rev.		

XV.

Work plan of the Quality Assurance Committee of the Department of Russian Language and Culture of Abylkas Saginov Moscow State University for 2024-202-2025 academic year

#	Issues discussed	Date of meeting	Responsible	person Note
1	<p>1. Approval of the composition of the COC of the department, election of the chairman, secretary for the 2024-2025 academic year</p> <p>2. Discussion and approval of the work plan of the Quality Assurance Committee for the 2024-2025 academic year</p> <p>3. Approval of the plan for the development of ESI, UML, open classes and master classes, schedule of mutual visits of teaching staff for the 2024-2025 academic year</p> <p>4. Readiness of educational and methodological documentation for the 2024-2025 academic year</p>	September 2024	<p>Nasyrova A. B.</p> <p>Nasyrova A. B.</p> <p>Responsible</p> <p>persons Kabanova A. B.</p>	
2	<p>1. Security of the educational Management System for the disciplines of the department of 1st-year students. Monitoring the loading of UMKDS in the Univer system</p> <p>2. Use of digital content in undergraduate and graduate (Prof.)</p> <p>OW classes</p> <p>3. Provision of students with educational and methodological literature</p> <p>4. Miscellaneous</p>	October 2024	<p>Kabanova A. B.</p> <p>Dokuchaeva N. V.</p> <p>Kishenova A. Yu</p> <p>. Nasyrova A. B.</p>	
3	<p>1. Updating of the examination material on the disciplines of the department (winter session)</p> <p>2. Analysis of the implementation of the plan for publishing educational, methodical and scientific literature for 2024.</p> <p>3. Report on the conduct of open classes and master classes of teachers</p> <p>4. Miscellaneous</p>	November 2024	<p>Akynzhanova A. A.</p> <p>Kishenova A. Yu</p> <p>. Kulpeisova T. S.</p> <p>Nasyrova A. B.</p>	
4	<p>1. Monitoring of students ' academic performance based on the results of certification</p> <p>2. Discussion and recommendations for the publication of the UML for 2025</p> <p>3. Report on mutual visits to teaching staff classes for the current period</p> <p>4. Miscellaneous</p>	December 2024	<p>Ten A.V.</p> <p>Kishenova A. Yu</p> <p>. Utemuratova B. K.</p> <p>Nasyrova A. B.</p>	
5	<p>1. Results of the winter examination session</p> <p>2. Report on the work of the COC for 1 semester</p> <p>3. Miscellaneous</p>	January 2025	<p>Ten A.V.</p> <p>Nasyrova A. B.</p> <p>Nasyrova A. B.</p>	
6	<p>1. Analysis of the implementation of the Digital Content Development Plan (MOOC) for 2024</p>	February	<p>Dokuchaeva N. V.</p> <p>Azimbayeva Zh. A.</p>	

	2. Analysis of visits by the head of the department of teaching staff 3. About the work of the scientific and methodological seminar of the department 4. Miscellaneous	2025	Kulpeisova T. S. Nasyrova A. B.	
7	1. About the work of the Intellectual publishing house 2. About preparing for the summer exam session 3. Discussion of educational and methodical literature of teachers of the department 4. Miscellaneous	March 2025	Nurpeisova S. K., Akynzhanova A. A. Kishenova A. Yu., teachers Nasyrova A. B.	
8	1. Report on conducting open classes and master classes 2. On academic mobility of teachers 3. About the work of the laboratory "Pedagogical innovations in the training of engineers" 4. Miscellaneous	April 2025	Kulpeisova T. S. Tazhibaeva S. M. Dokuchaeva N. V. Nasyrova A. B.	
9.	1. Results of the summer examination session 2. Discussion of the results of the work of the COC of the department for the 2024-2025 academic year 3. Discussion and approval of the draft plan of educational and methodological work of the Quality Assurance Committee of the department for the 2025-2026 academic year (problems, prospects) 4. Miscellaneous	May 2025	Ten A.V. Nasyrova A. B. Nasyrova A. B. Nasyrova A. B.	

Work plan of the scientific seminar of the Department

Subject of the topic	Deadline terms	who conducts Who conducts
1	2	3
Professional and pedagogical activity of a technical university teacher.	October 2024	Azimbayeva Zh. A.
Scientific discourse of communication for technical university students.	November 2024	Kishenova A. Y.
The role of artificial intelligence technologies in modern education.	December 2024	Ten A.V.
Application of artificial intelligence for teaching Russian at a university.	January 2024	Tazhibaeva S. M.
The role of SRSP in the formation of professional competencies of technical university students.	March 2024	Akynzhanova A. A.
Case studies as a research method	April 2024	Tusupbekov A. S.
Annual report on the work of the NMS	May 2024	Kulpeisova T. S.

XVI. Research work

a) POK GZZH /R & D OF teaching staff

n /	a Gylym-zertteu takyrybynyn atauy Name of the research topic	Takyryp basshysy Head of the topic	Oryndalu merzimi Term of execution	
			of Bastaluy Start	of Btui End
of 1	Application of modern pedagogical technologies in teaching Russian to future engineers	Ivanova S. A. Teaching	staff During the year	During the year
2	Digital technologies in teaching languages to technical university students	Nasyrova A. B. Teaching	staff During the year	During the year
3	Publication of research results: 2.1Preparation and publication of 7 articles in rating journals (Scopus, COXVON). 2.2Participation in international and national conferences -10	Ivanova S. A. Teaching	staff During the year	During year
4	Inventive activity: - submission of at least 5-x applications for receiving the SIS	Ivanova S. A. Teaching staff	February 2025	April 2025

b) research work of students, undergraduates, doctoral students of research and development of students, undergraduates, doctoral students

1	International cooperation: publication of at least 2 scientific articles together with foreign scientists	of the Department	's teaching staff During the year	
22	Preparation of 10 reports together with undergraduates for participation in national and international student conferences	of the Department	's teaching staff During the year	
3	Preparation of 20 reports for participation in the intra -university student conference	of the Department	February 's teaching staff February-May 2025 г.	

XVII. Main activities for educational work with students

No	. Ic-sharalardyn atauy Name of events	Merzimi Term	Oryndaushy Performer
1	2	3	4
1. Uyymdastyru zhumysy /Organizational work			
1	Determining the number of academic groups and assigning curators to them, organizing work on collecting individual student data in an electronic database. Drawing up a plan of events based on significant dates. Monitoring the quality of curatorial hours by curators in academic groups	During the academic year	Dean, Deputy Dean for HR, Head of Department, group curators
2	Analysis of curators ' reports on the work done in	2 decade of January	Deputy Dean for HR, Senior curator

	academic groups	202.5of January 202.5 3 decadeof June 202.5г.	
3	Verification of curatorial hours in academic groups hours in academic groups in cabinet.kstu	monthly	Deputy. Dean of BP, Senior Curator
4	Providing methodological assistance to young curators and 1st -year	curators During the academic year , Deputy Head of the Department of HR, Senior Curator. Dean of BP, senior curator	
2. Educational work			
1	Poetry hour dedicated to the Day of Languages of the people of Kazakhstan "Language is the confession of the people"	September 2024	Teaching staff of the department
2	Essay contest "It is in labor, and only in labor, that a person is great", dedicated to Labor Day	September 2024	Teaching staff of the department
3	<i>Republican event.</i> Poetry hour " Flourish, my Kazakhstan!", dedicated to the Republic Day	October 2024.	Teaching staff of the department
4	Action "Warm hearts with kindness", dedicated to the Day of the elderly	October 2024	Teaching staff of the department
5	Round table "Chronicle of the bitter time", dedicated to the 135th anniversary of the outstanding Kazakh writer, playwright, publicist, one of the founders of Kazakh literature Zhusupbek Aimaulytov	November 2024	Faculty of the Department
6	Essay contest "Left a mark in mining science", dedicated to the birthday of A. S. Saginov-an outstanding scientist, teacher and public figure, organizer of higher education, science and production.	December 2024	Faculty of the Department
7	Discussion platform "Cyberbullying: bullying in the space of modern technologies"	September 2024	Faculty of the Department

XVIII.

Work on ensuring admission (Career guidance, work on concluding contracts for training specialists)

No	. Ic-sharalardyn ataluy Name of measures	Merzimi Term of implementatio n	Oryndaushy Executorsand	Mark of completi on
1	Preparation of the ERP plan for 2024-202-2025 uch. g	. October	Kishenova A. Yu., Dokuchaeva N. V..	
2	Conducting PES with applicants assigned to the Department of Academic Research	November	Kishenova A. Yu., Dokuchaeva N. V.	
3	Conducting PES with applicants with full information about Abylkas Saginova	University November	Kishenova A. Yu., Dokuchaeva N. V.	

4	Participation in parent meetings of graduate students	December	Kishenova A. Yu., Dokuchaeva N. V..In...	
5	Conducting multimedia presentations for school leavers	December	Kishenova A. Yu., Dokuchaeva N. V.	
6	Participation in the Internet Olympiad of school leavers	December- February	Kishenova A. Yu., Dokuchaeva N. V.	
7	Attracting school leavers to participate in the "Open Day of Abylkas Saginov University"	March	Kishenova A. Yu., Dokuchaeva N. V..V.	
8	Participation in the annual exhibition "Entrant-2025"	April	Kishenova A. Yu., Dokuchaeva N. V.	

XIX Other types of work of the department

No	. Zhumys turi Types of work	Merzimi Term	Oryndaushy Performer
1	2	3	4
1	Participation of teaching staff in university events	During the year	Teaching staff

XX. 2024-202-2025 general cathedral tasks for the academic year distribution of general cathedral tasks for 2024-202-2025 academic years

n /	a last name, first name, patronymic Last name, first name patronymic	Негізгі міндеттердің атауы name of the main tasks	Міндеттер Scope scope of duties
1	2	3	4
1	Azimbayeva Zh. A.	ZaV. department Senior lecturer	Zav. department. Member of the Academic Council of the University
2	Ospanova B. R.	Associate Professor, Candidate	of Philological Sciences Otvetstv.for the publication of scientific articles
3	Savchenko T.	T.Prof.,	OtvetstDoctor of Physical Sciences Otvetstv. for the publication of scientific articles
4	Nurpeisova S. K.	Associate Professor, Ph. D.	Member of the Council of Elders. Head of the Intellectual Club
5	Nasyrova A. B.	Associate Professor, Ph.of PedagogicalD.	Chairman of the COC of the Department, member of the Academy of Sciences, head of the initiative topic of kfedra
6	Kulpeisova T. S.	Senior Lecturer, Ph. D.	Chairman of the scientific and methodological seminar. Responsible for carrying out OZ and MK
7	Utemuratova B. K.	PhD, senior lecturer.	From the Manufacturer. for mutual visits to teaching staff
class 8	Timokhina T. V.	Senior lecturer	of the Deputy Dean for Academic Affairs. Otvetstv. for the calculation and distribution of the load, for the implementation of IP

9	Tleumbetova D. K.	St. преподаvatel	Secretary of meetings of the department, def. for calculating and preparing reports of the department. Curator of group
10	Tazhibaeva S. M.	St. Senior lecturer	of the Department. for educational work. From the Manufacturer. for an increase in the validation of teaching staff. Curator of group
11	Tusupbekov A. S.	Senior lecturer	of the Deputy Dean for educational work. Curator of the group. Senior curator
12	Akynzhanova A. A.	Senior lecturer	of the Department. for the development of exam materials Curator of group
13	Ivanova S. A.	Prepodavatel	Otvetsvfor RESEARCH, RESEARCH projects. Curator of group
14	Kishenova A. Yu	. St. преподаvatel	Otv. for UML, POR, international cooperation, and academic mobility. Curator of the group.
15	Kabanova A. B.	Teacher	of Publishing houses. for the CMO, book supply of the department. Curator of group
16	Dokuchaeva N.	V. St преподаvatel	Otv. for POR, MOOC, ICU, сайт Department website, academic mobility, Group Curator.
17	Ten A.V.	Teacher	Authorized for QMS, otv. for CMO, MES, and monitoring of student performance. The secret of the ar KOK department. Group Curator
18	Nuriden M.	Engineer	From The Company. for technical training facilities
19	Baimamyrova A. K.	Senior laboratory assistant	Training and support staff

XXI. Dean's report on the implementation of the annual plan

The plan was discussed at the meeting of the department № 1 minutes No. 1 of 27.08.2024 ж. Head of the Department of Internal Affairs of the faculty R. A. Azimbayeva Zh.

A. _____

The plan was discussed at the meeting of the Department of the faculty No. 1 dated 27.08.2024 ж.

Зав. кафедрой, Zh. A. Azimbayeva _____

Submitted for approval to the Dean of the faculty by May 25 and stored in the dean's office and at the department.

Accounting: the plan is drawn up in 2 copies and submitted for approval to the Dean of the faculty,

Stored in the dean's office and department until May 25.

Note: The plan is drawn up in 2 copies before May 25, submitted to the Dean of the faculty for approval and stored in the dean's office and at the department.